

Job Description Template

Organization Name	
Organization Website	
Co-op Job Title	
Start Date	Co-op work terms can start in January, May, or September of any given year, for a period of ~4, 8 or 12 months. Please specify: Month, year
End Date	Co-op work terms can start in January, May, or September of any given year, for a period of 4, 8 or 12 months. Please specify: Month, year
Number of hours per week	(Minimum required is 30)
Organization Overview	A brief introduction to the organization and its mission/values.
Job Summary	Short description of the primary purpose or scope of the job, project, etc.
Major Responsibilities	Provide brief statements of each of the duties and/or responsibilities of the job.
Student Learning Opportunities	Please briefly describe how this role will contribute to the candidate's professional growth and help your organization achieve its goals.

Qualifications & Skills	Please include technical qualifications (e.g. credentials, proficiency with software, etc.) and behavioral qualifications required by the job (e.g. negotiations skills, etc.)
Education / Experience	Identify the minimum education and experience level required for the job. The Interdisciplinary Co-op Program has students in the following disciplines: Bachelor of Arts, Fine Arts, Human Kinetics/Health and Exercise Sciences, Management, Media Studies or Science.
Position subject to funding approval	<input type="checkbox"/> Yes <input type="checkbox"/> No
Canadian citizen or Permanent resident required	<input type="checkbox"/> Yes <input type="checkbox"/> No
Work Environment	<input type="checkbox"/> Remote <input type="checkbox"/> Hybrid <input type="checkbox"/> In-person
Work Location / Conditions	Please confirm the location (City, Province) and / or work conditions.
Supervisor Information	Confirm name and email address for supervisor, if known.
Wage	In the interest of pay transparency and given the BC Government's recent Pay Transparency Act . We are seeking Co-op jobs to include expected pay. If you are unsure of the applicable wage for the position for which you are hiring, the Co-op Program Office can assist in providing general industry standard ranges.
Requested Documents	Please specify if Cover Letter, Resume, Unofficial Transcript are required
Posting Date	Date
Closing Date / Application Deadline	Date
Application Receipt	<input type="checkbox"/> Receive applications from Co-op job board <input type="checkbox"/> Have applications submitted to specific career's website or job posting link
Contact/Email or Hyperlink for Applications	Please either provide a contact name & email address or career's website / external job posting hyperlink for where student applications should be sent.